



英国文化教育协会

British Council, 7/F Landmark Tower 1
8 East Third Ring Road North
Chaoyang District, Beijing, 100004, China

英国文化教育协会
中国北京市朝阳区东三环北路8号
亮马河大厦办公楼1座7层, 100004

T +86 (0)10 8591 9000
F +86 (0)10 8591 9111

www.britishcouncil.cn/exams

乙方的正常工作地点为[中华人民共和国广州市天河路 208 号粤海天河城大厦 30 层 06-07 单元], 位于[广州], 但您将被要求前往甲方在中国的其他办事处(如有或成立时)、甲方关联机构的办事处以及将来可能适用的其他地方工作。

Hours of work 工作时间

Party B's core working hours are eight hours per day for six days a month. Party B may work extra hours if Party A's operational requirements so require ("Extra Working Hours"). The total working hours (including both core working hours and Extra Working Hours) will be no more than 40 hours per week.

乙方的核心工作时间为每天八小时, 每月工作六天。乙方可根据甲方的运营需要在此外的时间工作("额外工作时间"), 每周总工作时间(包括核心工作时间和额外工作时间)不超过 40 小时。

Probation 试用

[For contract extensions / renewals]

Probationary period does not apply to contract renewals or extensions.

合同续签或延期不要求试用期。

Notice period 通知期

The period of written notice required from Party B, to terminate the employment shall be 3 days during the Probationary Period and thereafter once Party B's probationary period has been completed satisfactorily, 30 days during employment unless otherwise provided by Applicable Laws or agreed by both parties.

除非适用的法律另有规定或双方另有约定, 试用期内, 乙方终止雇佣关系要求的书面通知期为 3 天, 通过试用期后, 乙方终止雇佣关系的书面通知期为 30 天。

The period of written notice required from Party A, to terminate Party B's employment shall dependent on the specific scenario and basis of termination and subject to Applicable Laws.

甲方终止乙方雇佣关系的书面通知期取决于终止的具体情形和依据, 并受适用法律的约束。

Remuneration 劳动报酬

Party B will be paid monthly in arrears directly into Party B's bank account. Party B's salary includes monthly base salary of RMB 【8000】 yuan and extra working hours payment if any, which subject to individual income tax and other statutory deduction borne by Party B and withheld by Party A or its authorized agent.

乙方每月的报酬会直接支付到乙方的银行账户。乙方的工资包括每月基本工资 RMB 【8000】 元和额外工作时间报酬(如有), 由甲方或其授权代理人代扣代缴其个人所得税及其他法定扣除额。

Annual Leave 年休假

Party B is entitled to [6 core days] paid annual leave in each leave year, in addition to the public and official holidays recognised by the company, or the pro rata equivalent for fixed term contracts. Party B shall not be permitted to carry forward such annual leave to the next year. Party B is also entitled to other leaves (if applicable) as stipulated under Applicable Laws